

CITY OF GRAPEVINE
SITE PLAN REVIEW CHECK LIST

Case No. _____

Applicant's Name _____

Address of Application _____

Legal Description of Application _____

Proposed Use and Comments _____

Property Lot Size _____

Building Size _____ Building Coverage _____

F.A.R. _____ Max. Coverage/F.A.R. _____

Impervious Area _____ Maximum Allowed _____

Open Space Area _____ Minimum Allowed _____

Parking Spaces _____ Parking Provided _____

Handicapped Spaces _____ Spaces Provided _____

Building Height _____ Maximum Allowed _____

Density _____ Density Allowed _____

Buffer Yard _____ Minimum Yard _____

E. CONTENTS OF SITE PLAN APPLICATION, SECTION 47.E.1.

FORM "A" – CONDITIONAL USE/SPECIAL USE APPLICATION

- _____ 1. APPLICANT'S NAME, ADDRESS AND PHONE NUMBER, LEGAL INTEREST IN THE SUBJECT PROPERTY.
- _____ 2. OWNER'S NAME, ADDRESS AND PHONE NUMBER, IF DIFFERENT FROM APPLICANT, WITH THE OWNER'S SIGNED CONSENT TO THE FILING OF THE APPLICATION.
- _____ 3. STREET ADDRESS AND LEGAL DESCRIPTION, OR METES AND BOUNDS, OF THE PROPERTY ON 8 ½" X 11" SHEET OF PAPER.
- _____ 4. THE ZONING CLASSIFICATION AND PRESENT USE OF SUBJECT PROPERTY.
- _____ 5. A LETTER OR NOTE ON THE SITE PLAN GENERALLY DESCRIBING THE PROPOSED USE, OR USES, FOR THE PROPOSED DEVELOPMENT. ALSO FOR CU'S & SU'S, DESCRIBE WHETHER THE PROPOSED USE WILL OR WILL NOT CAUSE SUBSTANTIAL HARM TO THE VALUE, USE OR ENJOYMENT OF OTHER PROPERTY IN THE NEIGHBORHOOD. DESCRIBE HOW THE PROPOSED USE WILL ADD TO THE VALUE, USE OR ENJOYMENT OF OTHER PROPERTY IN THE NEIGHBORHOOD.
- _____ 6. A COPY OF THE FINAL PLAT, OR REPLAT, OF APPROVED SUBDIVISION BY CITY COUNCIL SHOWING PROPERTY BOUNDARY LINES, DIMENSIONS, EASEMENTS, ROADWAYS, RAIL LINES, AND PUBLIC RIGHTS-OF-WAY CROSSING ADJACENT TO THE SUBJECT PROPERTY.
- _____ 7. IF THE PROPERTY IS SUBJECT TO A MASTER DEVELOPMENT PLAN, NOTE IN A LETTER THE PROPOSED USE SUBSTANTIALLY CONFORMS TO THE MASTER DEVELOPMENT PLAN.

FORM "B" - SITE PLAN REQUIREMENTS

- _____ 1. ALL SITE PLANS SUBMITTED IN CONJUNCTION WITH A CONDITIONAL USE, SECTION 48; OR A SPECIAL USE, SECTION 49; SHALL BE DRAWN AND SEALED BY A REGISTERED SURVEYOR, REGISTERED ARCHITECT, OR REGISTERED ENGINEER.
- _____ 2. THE SITE PLAN SHALL INCLUDE THE NAME OF THE SITE PLAN, SUBMITTAL DATE, CASE NUMBER (S), SCALE, NORTH POINT, NAME OF PERSON PREPARING THE SITE PLAN, CONSECUTIVE SHEET NUMBERS AND VICINITY MAP. THE CASE NAME, NUMBER AND CONSECUTIVE SHEET NUMBERS (EX. SHEET 1 OF 2) SHOULD BE PLACED IN THE LOWER RIGHT CORNER.

- _____ 3. LOCATION OF EXISTING BOUNDARY LINES AND DIMENSIONS OF THE TRACT. THESE MUST MATCH THE SURVEY OR THE APPROVED PLAT.
- _____ 4. ANY PROPOSED GRADING, OR REGRADING, OF THE SUBJECT PROPERTY; ANY SIGNIFICANT NATURAL, TOPOGRAPHICAL, OR PHYSICAL FEATURES OF THE PROPERTY, INCLUDING, AT LEAST, EXISTING SOIL CONDITIONS, WATER COURSES, MARSHES, TREES IN EXCESS OF FOUR (4) INCHES IN DIAMETER, ROCK OUTCROPPINGS AND EXISTING CONTOURS IN EXCESS OF TWO (2) FEET IN ONE HUNDRED (100) FEET.
- _____ 5. LOCATE CENTER LINE OF EXISTING WATER COURSES, DRAINAGE FEATURES, FLOODWAY AND DRAINAGE EASEMENTS.
- _____ 6. MAP (S) SHOWING THE LOCATION, DIMENSION, USE AND ARRANGEMENT OF ALL PROPOSED BUILDING. NOTE COMPUTATIONS IN A CHART FORM SHOWING THE AMOUNT REQUIRED AND PROVIDED: HEIGHT IN STORIES AND FEET, TOTAL BUILDING AREA, TOTAL LOT AREA, FLOOR AREA RATIO, TOTAL IMPERVIOUS AREA, TOTAL OPEN SPACE (LANDSCAPED AREA), TOTAL BUILDING AND PAVED AREAS, NUMBER AND SIZE OF DWELLING UNITS, NUMBER OF BEDROOMS IN RESIDENTIAL USES, AND BUILDING SEPARATIONS.
- _____ 7. MINIMUM YARD AND BUFFER DIMENSIONS, AND WHERE RELEVANT, RELATION OF YARD DIMENSIONS TO THE HEIGHT OF ANY BUILDING OR STRUCTURE.
- _____ 8. LOCATION, DIMENSIONS AND NUMBER OF ALL VEHICULAR AND PEDESTRIAN CIRCULATION ELEMENTS, INCLUDING STREETS, ROADWAYS, DRIVEWAYS, ENTRANCES, CURB RADII, CURB CUTS, DRIVING LANES, PARKING STALLS, LOADING SPACES AND ACCESS AISLES; SIDEWALKS, WALKWAYS AND PATHWAYS, INCLUDING TYPE OF SURFACE MATERIAL, SLOPE AND GRADIENT OF VEHICULAR ELEMENTS; TOTAL LOT COVERAGE OF ALL CIRCULATION ELEMENTS, DIVIDED BETWEEN VEHICULAR AND PEDESTRIAN WAYS.
- _____ 9. LOCATION AND SIZE OF EXISTING AND PROPOSED STREET, RIGHT-OF-WAY, AND ALLEYS WITH LOCATION OF ALL STREET MEDIANS AND INTERSECTIONS ADJACENT TO THE AREA OF REQUEST.
- _____ 10. COPY OF PERMIT TO CONSTRUCT ACCESS DRIVEWAY FACILITIES ON HIGHWAY RIGHT-OF-WAY ISSUED BY THE TEXAS STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION.
- _____ 11. NOTE LOCATION AND SIZE OF EXISTING AND PROPOSED WATER AND SEWER PUBLIC UTILITIES ON, AND ADJACENT TO, THE SITE; AND FIRE HYDRANT LOCATIONS.
- _____ 12. ALL EXISTING AND PROPOSED SURFACE, AND SUBSURFACE, DRAINAGE

FACILITIES; INCLUDING CULVERTS, DRAINS, AND DETENTION PONDS, SHOWING SIZE AND DIMENSIONS OF FLOW.

- _____ 13. LOCATION, SIZE AND ARRANGEMENT OF ALL OUTDOOR SIGNS (POLE SIGNS, WALL SIGNS, AND GROUND SIGNS); THE LOCATION AND INTENSITY OF ALL OUTDOOR LIGHTING, AND EXTERIOR LIGHTING.
- _____ 14. LOCATION AND HEIGHT OF FENCES, OR SCREEN PLANTINGS, AND THE TYPE OR KIND OF BUILDING MATERIALS OR PLANTINGS TO BE USED FOR FENCING OR SCREENING.
- _____ 15. FINAL ARCHITECTURAL ELEVATIONS OF PROPOSED STRUCTURES WITH THE TYPE OR KIND OF BUILDING MATERIALS USED. NOTE THE CALCULATION OF THE PERCENTAGE OF THE MASONRY OF THE ENTIRE STRUCTURE. MASONRY CALCULATIONS INCLUDE THE TOTAL EXTERIOR WALLS, EXCLUDING DOORS AND WINDOWS.
- _____ 16. NOTE THE LOCATION, DESIGNATION AND TOTAL AREA OF ALL USABLE OPEN SPACE (LANDSCAPED AREAS).
- _____ 17. A DETAILED LANDSCAPING PLAN MEETING THE PROVISIONS OF SECTION 53 OF THIS ORDINANCE.
- _____ 18. NOTE ALL THE REQUIREMENTS OF THE GRAPEVINE SOIL EROSION CONTROL ORDINANCE SHALL BE MET DURING THE PERIOD OF CONSTRUCTION.
- _____ 19. IN THE CASE OF ANY USE REQUIRING A SPECIAL USE PERMIT, ANY INFORMATION NECESSARY TO DEMONSTRATE COMPLIANCE WITH ALL CONDITIONS IMPOSED ON THE PROPOSED SPECIAL USE PERMIT BY THIS ORDINANCE.
- _____ 20. ANY OTHER INFORMATION THAT MAY BE REQUIRED BY THE DIRECTOR OF COMMUNITY DEVELOPMENT TO DETERMINE THAT THE APPLICATION IS IN COMPLIANCE WITH THE CODES AND ORDINANCES OF THE CITY.
- _____ 21. PARKING FOR DISABLED PERSONS SHOULD BE DESIGNATED ACCORDING TO CHAPTER 23, SECTION 23.64 THROUGH 23.69 OF THE CODE OF ORDINANCES.
- _____ 22. DESIGNATE ALL REFUSE STORAGE AREAS ACCORDING TO SECTION 50.B.3. **ALL USERS ARE REQUIRED TO SHOW THE LOCATION AND SCREENING OF A DUMPSTER WHETHER IT IS USED OR NOT.**
- _____ 23. A LETTER FROM THE PUBLIC WORKS DEPARTMENT ACCEPTING ALL SUBDIVISION IMPROVEMENTS (I.E. DRAINAGE, SEWAGE, UTILITIES AND STREET IMPROVEMENTS).
- _____ 24. IF THE SITE PLAN APPLICATION IS IN CONJUNCTION WITH A CONDITIONAL USE

FOR ON-PREMISE OR OFF-PREMISE CONSUMPTION OF ALCOHOLIC BEVERAGES, THE FOLLOWING STATEMENTS MUST APPEAR ON THE SITE PLAN AND FLOOR PLAN.

IN THE CASE OF OFF-PREMISE BEER & WINE SALES

1. CONDITIONAL USE REQUEST FOR THE SALE, STORAGE AND OFF-PREMISE CONSUMPTION OF ALCOHOLIC BEVERAGES (BEER AND/OR WINE ONLY).
2. THE ENTIRE SITE IS THE PREMISE.

IN THE CASE OF ON-PREMISE BEER, WINE AND MIXED DRINK SALES

1. CONDITIONAL USE REQUEST FOR THE SALE, STORAGE, AND ON-PREMISE CONSUMPTION OF ALCOHOLIC BEVERAGES (BEER, WINE, AND MIXED BEVERAGES).
2. THE ENTIRE SITE IS THE PREMISE

- _____ 25. NOTE IN THE CASE OF ON-PREMISE AND OFF-PREMISE ALCOHOLIC BEVERAGE SALES INDICATE ON THE FLOOR PLAN THE STORAGE AND SALE AREAS.
- _____ 26. INCLUDE AN INTERNAL TRAFFIC CIRCULATION PLAN ON THE SITE PLAN.
- _____ 27. NOTE THAT ALL ON-SITE ELECTRICAL CONDUCTORS ASSOCIATED WITH NEW CONSTRUCTION SHALL BE LOCATED UNDERGROUND.
- _____ 28. ILLUMINATION PLAN INCLUDING SITE PHOTOMETRIC (INCLUDING ILLUMINATED SIGNS) AND ALL FIXTURE DETAILS. PLACE NOTE ON PLAN:

"ILLUMINATED SIGNAGE WAS INCLUDED IN THE DETERMINATION OF THE ILLUMINATION LEVELS"
- _____ 29. ALL TURNING RADII - 35 FEET MINIMUM PER GRAPEVINE FIRE DEPARTMENT
- _____ 30. **NORTH SHALL FACE UP ON ALL PAGES**

Please be aware that separate documents must be filed with Engineering (817)410-3135 and Building Inspections (817)410-3165 prior to receiving a building permit.

CASE NAME:
CASE NUMBER:
ADDRESS/LEGAL:

SITE PLAN
CITY OF GRAPEVINE
APPROVED

SHEET _____ OF _____

APPROVAL DOES NOT AUTHORIZE ANY WORK
IN CONFLICT WITH ANY CODES OR
ORDINANCES.

DEPARTMENT OF DEVELOPMENT SERVICES

APPROVED BY _____
PLANNER

DATE _____

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND FINAL REVISIONS.

NUMBER EACH SHEET AS PER EXAMPLE BELOW:

SHEET 1 OF 4 ; SHEET 2 OF 4 ; SHEET 3 OF 4 ; SHEET 4 OF 4 , ETC.